Course Section File

This document serves as an addendum to the STC Connection Collection file specifications. The Example columns' contents attempt to explain each STC Element and to provide helpful tips and direction for any level of user.

Items to note: Varchar is a data term that means "variable character field". This means that this field is a freeform field that accepts letters, symbols and numbers. Option Sets are specific codes that are required for an element. Each choice within an option set is attached to a specific code. The number represented in this column represents the page number of the STC Collection Connection File Specifications where the code choices may be located. If a number is not listed, but a website and/or document name is provided, then this site or document contains the option set codes.

#	Element	Description from File Specification	Data Entry Rule	Option Set	Page/Document/Website	Example
1.1	**AZ LEA Entity ID**	The state assigned unique LEA entity identifier.	Required Data Entry	Option Set	URL: http://www.ade.az.gov/edd/	This information can be found on the AZ Department of Education homepage by clicking on the link "Find a School" located at the top of the page. Once the district/charter holder is located within the page, the LEA entity ID is identified in the upper right corner of the page. The LEA entity ID differs from the CTDS and is 4-5 characters in length.
1.2	**AZ School Entity ID**	The state assigned public or charter school entity identifier	Required Data Entry	Option Set	URL: http://www.ade.az.gov/edd/	By following the above directions, the school entities attached to the LEA entity can be located at the bottom of the LEA homepage within the "Find a School" site. Just as each LEA entity has its own unique entity ID, each school entity also has a unique entity ID. The school entity ID differs from the CTDS and is 4-5 characters in length.
1.3	**Course Identifier**	The identifying code for the course content	Required Data Entry	Option Set	Arizona State Course Catalog	This code is the Arizona State Course Code. The first two digits in the state course code represent the subject area and the last three digits represent the specific course code. When combined, each state course code is unique to the course it represents. Subject areas 01 - 22 are used for high school courses, and subject areas 51 - 72 are used for prior-to-secondary courses.
1.4	**Course Identifier System**	The system used for the course identifier- either Local or State. If local course codes are used, the course must be mapped in the Course Walk system to a state course code.	Required Data Entry	Option Set	13	The STC file extract from an SIS will contain an L or S, depending on the specific course codes reported. L will be used if local course codes are held within CourseWalk. S will be used if local course codes are entered and held within LEA's Student Information System (SIS).
1.5	**Local Course Title**	The descriptive name given to a course title of study offered in a school or other institution or organization. In the departmental classes at the elementary secondary and post secondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g. reading, composition, spelling and language arts)	Required Data Entry	varchar	Local Course Catalog or Student Information System (SIS)	The title of each local course in a district/charter/school.
1.6	**School Year**	The school year for this course section in '2012' format. Summer term is considered part of the following school year, i.e. summer 2012 is part of the 2012-2013 school year.	Required Data Entry	Option Set	16	Fiscal year (example 2013= 2012-2013)
1.7	**Session**	A description for the term or session for the course section, for example 'Fall semester' or '2nd Trimester'	Required Data Entry	varchar		Session is an indication of which session of a session type (Element # 1.11) is being reported. For instance, the Session type may be Semester, and the Session reported is Fall Semester (or First Semester). It is important that whatever is entered for Element #1.7 (Session) for the Course Section file, matches the input for Element #2.6 (Session) of the Student Section Enrollment file.

#	Element	Description from File Specification	Data Entry Rule	Option Set	Page/Document/Website	Example
1.8	Time Table Day Identifier	The unique identifier for the locally defined rotation cycle date code when the class meets (e.g., in a two day schedule, valid values could be "A" and "B", or "1" and "2").	Required Data Entry	varchar		Report the days on which the course/section meets. MTWRF if meets every day, MWF if the course/section meets every other day. If the course is on a block schedule, use AB.
1.9	Class Period	An identifier for the period during the day in which this section is held. If a Section spans multiple periods, report just the initial Class Period.	Required Data Entry	varchar		Period of day course/section meets.
1.10	Section Identifier	Most student information systems, have a unique section identifier, which can optionally be reported here. If provided in Student Section Enrollment, it must be provided in Course Section file.	Optional Data Entry	varchar		Unique section identifier created by user's Student Information System (SIS). Not all SIS create unique section identifiers. Please ignore if not applicable.
1.11	Session Type	The type of term or session this is.	Required Data Entry	Option Set	17	The Session Type is a code indicating whether the session in which the course is conducted is a Semester, Trimester, Quarter, Full Year. Can be thought of as "term definition".
1.12	Teacher 1 Last Name	The last, family or surname for the primary teacher for the course section as reported in the HQT system. Required unless Provider Teacher 1 Last Name is provided.	Conditional Data Entry	varchar		Teacher last name MUST appear as it appears in Highly Qualified Teacher (HQT) application. If Teacher 1 is not used, then External Provider Teacher 1 field (Element # 1.69) MUST BE POPULATED.
1.13	Teacher 1 First Name	The first or given name for the primary teacher for the course section as reported in the HQT system. Required if Teacher 1 Last name is provided.	Conditional Data Entry	varchar		Teacher first name MUST appear as it appears in Highly Qualified Teacher (HQT) application. If Teacher 1 last name is used, then Teacher 1 first name is required.
1.14	Teacher 1 Middle Initial	The middle initial for the primary teacher for the course section as reported in the HQT system.	Optional Data Entry	varchar		Teacher middle initial MUST appear as it appears in Highly Qualified Teacher (HQT) application. If no middle initial is present in HQT, then no middle initial is to be reported. **Required ONLY if Teacher 1's last, first, and birthdate are used for verification against HQT (no Educator Stakeholder ID).**
1.15	Teacher 1 Birthdate	The primary teacher's birthdate as reported in the HQT system. Required if Teacher 1 Educator Stakeholder ID is not provided or teacher role is other than Long-Term substitute.	Conditional Data Entry	Date		Required ONLY if Teacher 1's last, first, middle initial are used for verification against HQT (no Educator Stakeholder ID).
1.16	Teacher 1 Role	The role of the primary teacher for this course section. Required if Teacher 1 last name is provided.	Conditional Data Entry	Option Set	17	Teaching Assignment Role, such as regular classroom teacher, special education consultant, etc. **Teacher role of Long Term Substitute (L) and/or Student Teacher (U) are NOT verfied against HQT.**
1.17	Teacher 1 Begin Date	The date when Teacher 1 begins being associated with this section. Required if Teacher 1 Last Name is provided.	Conditional Data Entry	Date		Date teacher begins teaching course/section. Teacher begin date may not be reported as before the begin date of the course.
1.18	Teacher 1 End Date	The date upon which the primary teacher is no longer associated with this section.	Optional Data Entry	Date		Date teacher stops teaching course/section (leaves, fulfills contract, end of course, etc.). Teacher end date may not be reported as ending AFTER the course ends.

#	Element	Description from File Specification	Data Entry Rule	Option Set	Page/Document/Website	Example
1.19	Teacher 1 Educator Stakeholder ID	The Arizona Educator Stakeholder ID (if available). Either a leading apostrophe and/or the embedded hyphens will ease managing the file in Excel. Required if Teacher 1 Birthdate is not provided.	Conditional Data Entry	varchar		Educator Stakeholder ID is a 16 digit number assigned by ADE. The Educational Stakeholder ID can be obtained through the Highly Qualified Teacher Position Input Application available on through the Common Logon by accessing the <Report Name> under the Reports Tab.
1.20	Teacher 1 Contribution Percent	A fraction of time used to weight the educators assigned responsibility for student learning in a class section, particularly when more than one educator is assigned to the class section. Use 0.5 for half contribution or 1 for full contribution.	Optional Data Entry	Numeric		This allocation (any number between 0.00 and 1.00) is related to instructional responsibility of teacher, not time on task.
1.21	Teacher 2 Last Name		Optional Data Entry	varchar		If only 1 teacher is assigned to a course/section, then skip Elements #1.21 - 1.56. If more than one teacher is assigned to a course/section, please repeat Elements #1.12 - 1.20.
1.22	Teacher 2 First Name		Conditional Data Entry	varchar		
1.23	Teacher 2 Middle Initial		Optional Data Entry	varchar		
1.24	Teacher 2 Birthdate		Conditional Data Entry	Date		
1.25	Teacher 2 Role		Conditional Data Entry	Option Set	17	
1.26	Teacher 2 Begin Date		Conditional Data Entry	Date		
1.27	Teacher 2 End Date		Optional Data Entry	Date		
1.28	Teacher 2 Educator Stakeholder ID		Conditional Data Entry	varchar		
1.29	Teacher 2 Contribution Percent		Optional Data Entry	Numeric		
1.30	Teacher 3 Last Name		Optional Data Entry	varchar		
1.31	Teacher 3 First Name		Conditional Data Entry	varchar		
1.32	Teacher 3 Middle Initial		Optional Data Entry	varchar		
1.33	Teacher 3 Birthdate		Conditional Data Entry	Date		
1.34	Teacher 3 Role		Conditional Data Entry	Option Set	17	
1.35	Teacher 3 Begin Date		Conditional Data Entry	Date		
1.36	Teacher 3 End Date		Optional Data Entry	Date		
1.37	Teacher 3 Educator Stakeholder ID		Conditional Data Entry	varchar		
1.38	Teacher 3 Contribution Percent		Optional Data Entry	Numeric		
1.39	Teacher 4 Last Name		Optional Data Entry	varchar		
1.40	Teacher 4 First Name		Conditional Data Entry	varchar		
1.41	Teacher 4 Middle Initial		Optional Data Entry	varchar		
1.42	Teacher 4 Birthdate		Conditional Data Entry	Date		
1.43	Teacher 4 Role		Conditional Data Entry	Option Set	17	
1.44	Teacher 4 Begin Date		Conditional Data Entry	Date		
1.45	Teacher 4 End Date		Optional Data Entry	Date		
1.46	Teacher 4 Educator Stakeholder ID		Conditional Data Entry	varchar		
1.47	Teacher 4 Contribution Percent		Optional Data Entry	Numeric		
1.48	Teacher 5 Last Name		Optional Data Entry	varchar		
1.49	Teacher 5 First Name		Conditional Data Entry	varchar		
1.50	Teacher 5 Middle Initial		Optional Data Entry	varchar		
1.51	Teacher 5 Birthdate		Conditional Data Entry	Date		
1.52	Teacher 5 Role		Conditional Data Entry	Option Set	17	

#	Element	Description from File Specification	Data Entry Rule	Option Set	Page/Document/Website	Example
1.53	Teacher 5 Begin Date		Conditional Data Entry	Date		
1.54	Teacher 5 End Date		Optional Data Entry	Date		
1.55	Teacher 5 Educator Stakeholder ID		Conditional Data Entry	varchar		
1.56	Teacher 5 Contribution Percent		Optional Data Entry	Numeric		
1.57	Course Begin Date	The date of the first day of instruction.	Required Data Entry	Date		This date should coincide with the first day of instruction for this course/section. This date may not fall BEFORE school calendar start date.
1.58	Course End Date	The date of the last day of instruction.	Required Data Entry	Date		This date should coincide with the last day of instruction for this course/section. This date may not fall AFTER school calendar end date; either for semester, quarter or end of year.
1.59	Credits Offered	The number of credits offered for this course. Required for HS only.	Conditional Data Entry	Numeric		Required for HIGH SCHOOL ONLY. Data entry will be between 0.00 - 1.00 in most cases.
1.60	Instructional Setting	The instructional setting for the course	Required Data Entry	Option Set	16	Instructional setting of the classroom instruction, such as computer-based learning, regular classroom environment, resource room, etc.
1.61	Low Grade Level	The lowest grade level of students either enrolled in the course or for which the course is targeted	Required Data Entry	Option Set	15	High and low grade may be equal. Best practice tip for high school users is to enter 9 - 12 for all courses. If a mixed-grade level elementary scenario exists, please use K - 3, for example.
1.62	High Grade Level	The highest grade level of students either enrolled in the course or for which the course is targeted	Required Data Entry	Option Set	15	High and low grade may be equal. Best practice tip for high school users is to enter 9 - 12 for all courses. If a mixed-grade level elementary scenario exists, please use K - 3, for example.
1.63	Is Dual Credit	A flag indicating if students enrolled in this course have the option of receiving both high school and post secondary credit, regardless of whether any students avail themselves of that option. High school courses only.	Required Data Entry	Option Set	18	Examples include AP courses, or any other courses in which students may take a course and receive both high school and college level course credit.
1.64	Concurrent Enrollment	A flag indicating a college course attended by students prior to high school graduation for which they are not receiving high school credit. Reporting these sections are optional.	Optional Data Entry	Option Set	18	College credit courses but not high school courses, such as Eng. 101 at the college level. This does not relate to student enrollment between two LEAs or schools.
1.65	Course Level Characteristic	An indication of the level of rigor in a course.	Required Data Entry	Option Set	14	Level of rigor for course/section, such as remedial, honors, regular ed, college level, etc.
1.66	Is CTE Certificate (HS Only)	A flag indicating if the course is part of a career or technical education program leading to a specific technical certification. High School Courses Only	Required Data Entry	Option Set	18	CTE CIP codes are available in course descriptions in AZ Course Catalog for ease in making selections for which course to map - (coming 12/14/12).

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1.67	Is Required for Graduation (HS Only)	A flag indicating if this specific course is required for a student to graduate. This does not apply if this course is one of several that may meet a general "so many credits" in a subject area requirement, but not this specific course. High school course only.	Optional Data Entry	Option Set	URL: http://www.azed.gov/state-board-education/high-school-graduation-requirements/	Mark only those courses that are specifically and explicitly stated on ADE website for each graduating cohort.
1.68	External Provider Name	If the course is being provided by an external organization, e.g. a distance education or virtual course, the name of that providing organization.	Optional Data Entry	varchar		Use this field if the content, facilitation or teaching for the course is being provided by an entity outside of the LEA. Enter the name of the content provider; such as the company.
1.69	Provider Teacher 1 Last Name	If the course is being provided by an external provider, the last, family, or surname of the provider's primary instructor. Required when Teacher 1 Last Name is not provided.	Conditional Data Entry	varchar		If Teacher 1 (Element #1.12) is not used, then Provider Teacher 1 field MUST BE USED. These teachers are NOT validated against HQT, as college professors, business leaders, or virtual instructors, are most likely providing instruction and will not be included in HQT.
1.70	Provider Teacher 1 First Name	If the course is being provided by an external provider, the first or given name of the provider's primary instructor. Required if Provider Teacher 1 Last Name is provided.	Conditional Data Entry	varchar		If Provider Teacher 1 Last Name is reported, then Provider Teacher 1 First Name must be reported. These teachers are NOT validated against HQT, as college professors, business leaders, or virtual instructors are most likely providing instruction and will not be included in HQT.
1.71	Provider Teacher 1 Role	The instructional role of the provider's primary instructor. Required if the Provider Teacher 1 Last name is provided.	Conditional Data Entry	Option Set	17	Teaching Assignment Role, such as regular classroom teacher, special education consultant, etc.
1.72	Provider Teacher 2 Last Name	If the course is being provided by an external provider the last , family or surname of the provider's secondary, if any, instructor.	Optional Data Entry	varchar		If only 1 provider teacher is assigned to a course/section, then skip Elements #1.72 - 1.74. If more than one teacher is assigned to a course/section, please repeat Elements #1.72 - 1.74.
1.73	Provider Teacher 2 First Name	If the course is being provided by an external provider, the first or given name of the provider's secondary, if any instructor. Required if provider Teacher 2 last Name is provided.	Conditional Data Entry	varchar		
1.74	Provider Teacher 2 Role	The Instructional role of the provider's secondary, if any, instructor. Required if provider Teacher 2 Last name is provided.	Conditional Data Entry	varchar		
1.75	Notes	Any clarifying information for this course section.	Optional Data Entry	varchar		This is a free field that may contain up to 250 characters. Any information that LEA would like to share about the course/section.

Student Section Enrollment

#	Element	Description from File Specification	Data Entry Rule	Option Set	Page/Document/Website	Example
2.1	AZ LEA Entity ID	The state assigned unique LEA entity identifier	Required Data Entry	Option Set	URL: http://www.ade.az.gov/edd/	This information can be found on the AZ Department of Education homepage by clicking on the link "Find a School" located at the top of the page. Once the district/charter holder is located within the page, the LEA entity ID is identified in the upper right corner of the page. The LEA entity ID differs from the CTDS and is 4-5 characters in length.
2.2	AZ School Entity ID	The state assigned public or charter school entity identifier	Required Data Entry	Option Set	URL: http://www.ade.az.gov/edd/	By following the above directions, the school entities attached to the LEA entity can be located at the bottom of the LEA homepage within the "Find a School" site. Just as each LEA entity has its own unique entity ID, each school entity also has a unique entity ID. The school entity ID differs from the CTDS and is 4-5 characters in length.
2.3	Course Identifier	The identifying code for the course content	Required Data Entry	Option Set	Arizona State Course Catalog	This code is the Arizona State Course Code. The first two digits in the state course code represent the subject area and the last three digits represent the specific course code. When combined, each state course code is unique to the course it represents. Subject areas 01 - 22 are used for high school courses, and subject areas 51 - 72 are used for prior-to-secondary courses.
2.4	Course Identifier System	The system used for the course identifier- either Local or State. If local course codes are used, the course must be mapped in the Course Walk system to a state course code.	Required Data Entry	Option Set	13	The STC file extract from an SIS will contain an L or S, depending on the specific course codes reported. L will be used if local course codes are held within CourseWalk. S will be used if local course codes are entered and held within LEA's Student Information System (SIS).
2.5	School Year	The school year for this course section in '2012' format. Summer term is considered part of the following school year, i.e. summer 2012 is part of the 2012-2013 school year.	Required Data Entry	Option Set	16	Fiscal year (example 2013= 2012-2013)
2.6	Session	A description for the term or session for the course section, for example 'Fall semester' or '2nd Trimester'	Required Data Entry	varchar		Session is an indication of which session of a session type (Element # 1.11) is being reported. For instance, the Session type may be Semester, and the Session reported is Fall Semester (or First Semester). It is important that whatever is entered for Element #1.7 (Session) for the Course Section file, matches the input for Element #2.6 (Session) of the Student Section Enrollment file.
2.7	Time Table Day Identifier	The unique identifier for the locally defined rotation cycle date code when the class meets (e.g., in a two day schedule, valid values could be "A" and "B", or "1" and "2").	Required Data Entry	varchar		Report the days on which the course/section meets. MTWRF if meets every day, MWF if the course/section meets every other day. If the course is on a block schedule, use AB.
2.8	Class Period	An identifier for the period during the day in which this section is held. If a Section spans multiple periods, report just the initial Class Period.	Required Data Entry	varchar		Period of day course/section meets.
2.9	Primary Teacher's Last Name	The last, family or surname for the primary teacher for the course section as reported in the HQT system	Required Data Entry	varchar		This name must MATCH exactly Course Section element #1.12
2.10	Primary Teacher's First Name	The first or given name for the primary teacher for the course section as reported in the HQT system	Required Data Entry	varchar		This name must MATCH exactly Course Section element #1.13
2.11	Section Identifier	Some student information systems, have a unique section identifier, which can optionally be reported here. If provided in Course Section file, it must be provided in Student Section Enrollment file.	Conditional Data Entry	varchar		Unique section identifier created by user's Student Information System (SIS). Not all SIS create unique section identifiers. Please ignore if not applicable.

#	Element	Description from File Specification	Data Entry Rule	Option Set	Page/Document/Website	Example
2.12	**SAIS Student ID**	The State assigned student ID in the SAIS	Required Data Entry	Option Set	SAIS Online	The student's SAIS ID MUST be correct AND attached to reporting school/district (student must be enrolled in school for reporting period).
2.13	**Local Student ID**	An optional local ID for the student in the local student information system	Optional Data Entry	varchar	SIS	Unique student identifier created by user's Student Information System (SIS). Not all SIS create unique student identifiers. Please ignore if this does not apply.
2.14	**Student Last Name**	The last, family, or sur name for the student as reported in SAIS	Required Data Entry	varchar	SAIS Online	The student's last name MUST be identical as what is reported in SAIS.
2.15	**Student First Name**	The first or given name for the student as reported in SAIS	Required Data Entry	varchar	SAIS Online	The student's first name MUST be identical as what is reported in SAIS.
2.16	**Student Middle Initial**	The middle initial of the student as reported in SAIS	Optional Data Entry	varchar	SAIS Online	The student's middle initial MUST be identical as what is reported in SAIS.
2.17	**Student Birthdate**	The student's birthdate	Required Data Entry	Date	SAIS Online	The student's birthday MUST be identical as what is reported in SAIS.
2.18	**Student Gender**	The student's gender	Required Data Entry	Option Set	SAIS Online	The student's gender MUST be identical as what is reported in SAIS.
2.19	**Course Entry Date**	The date of the first day the student received instruction in this course. Or, in the case of re-entry the date this particular membership segment began.	Required Data Entry	Date		Students may NOT be enrolled in a course section BEFORE the actual course begins.
2.20	**Course Entry Type**	The way the student entered this course section, either as a new enrollee or as a transfer from another section at the same school	Required Data Entry	Option Set	13	Explanation of HOW student joined the course; New Enrollment, Re-entry or Transfer
2.21	**Course Exit Date**	The date of the last day the student received instruction in this course section. Leave blank if the student is enrolled at the time of reporting. If a student exits and re-enrolls, each enrollment segment should have its own record with its own entry and exit date.	Optional Data Entry	Date		***NOTE: If an exit date is given, then an exit type will be required. If an exit type of CF (Content Complete - Full Credit) or CP (Content Complete - Partial Credit) is given, then a grade mark is REQUIRED.
2.22	**Course Exit Type**	The type of exit the student had from this course section . Required if the exit date is populated.	Conditional Data Entry	Option Set	13	CF (Content Complete - Full Credit) should be used for Elementary courses or High School courses. CP (Content Complete - Partial Credit) should only be used for high school, as only high school really issues partial credit for a course. Any other type of exit type does not require a grade mark.
2.23	**Credits Earned**	The number of credits the student earned from this course section. Required for High school courses when the exit date is populated.	Conditional Data Entry	Numeric		When the exit date is populated, high school courses require the number of credits earned to be reported.
2.24	**Grade Mark Earned**	The final grade mark the student earned for the course section. Required when the exit date is populated and a CF or CP is reported as the Exit Type.	Conditional Data Entry	varchar		When the exit date is populated AND an exit type of CF and CP is reported, courses (elementary and high school with CF or high school with a CP) require a grade to be reported. Many types of grade marks exit, for example, A - F, percentages, FAME scale, etc, therefore, this field is a freeform field with a character length of 15.
2.25	**Earning Dual Credit**	A flag indicating if this student is earning Dual Credit in a Dual Credit Course. Use 'X' or 'N' when not a Dual Credit course. Required if Dual Credit in Course Section file (Element # 1.63) is "Y".	Conditional Data Entry	Option Set	18	If Dual Credit for this course was reported (Element # 1.63 in Course Section file), then this field must be populated.

#	Element	Description from File Specification	Data Entry Rule	Option Set	Page/Document/ Website	Example
2.26	**Concurrently Enrolled**	A Flag indicating If this student is concurrently enrolled in a course that offers concurrent enrollment. Use 'X', 'N' or blank when the course does not offer concurrent enrollment Required if Concurrent Enrollment in Course Section file (Element #1.64) is 'Y'.	Conditional Data Entry	Option Set	18	If Concurrent Enrollment for this course was reported (Element #1.64 in Course Section file), then this field must be populated.
2.27	**Notes**	Any Clarifying information for this course section	Optional Data Entry	varchar		This is a free field that may contain up to 250 characters. Any information that LEA would like to share about the course/section.